



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

March 28, 2008

William H. Fick, Vice President of Finance
Trench Plate Rental Company DBA
Westar Manufacturing Corporation/Quik-Shor
1327 Laureldale Avenue
Downey, CA 90242

Dear Mr. Fick:

RE: FINAL VISIT REPORT QUIK-SHOR – ET06-0272

Date of the Visit:*	03/28/08
Beginning/Ending Time:	9:30 a.m. to 11:30 a.m.
Date of Last Visit:	07/18/07
Visit Location:	Downey
Persons in attendance:	Craig Sandzimier, Manager, Smurfit-Stone Margarita M. Paccarelli, ETP Contract Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	04/05/06 – 04/04/08	Agreement Amount:	\$32,110
Training Start Date:	04/10/06	No. to Retain:	19
Date Training must be Completed:	01/03/08	Range of Hours:	24-200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	130

FINAL REPORT SUMMARY

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on April 18, 2006. Your company originally planned to start on April 10, 2006. Due to production demands, training was delayed and it officially started on August 2, 2006.

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

Your staff reported that all training was completed on December 28, 2007 which allowed for the 90-day retention period to be completed within the term ending date of the Agreement (April 4, 2008).

Since the inception of this Agreement, there has been one Modification approved by ETP on August 6, 2007, which added Business Skills to the curriculum.

- **FINAL PROJECT STATISTICS**

Your Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 24 and 200 class/lab training hours. There will be no reimbursement for any trainee who does not complete a minimum of 24 hours of training from the required curriculum.

As shown on Chart 1, Exhibit A of the Agreement, the projected number of trainees to be retained in this Agreement was 19. However, Mr. Sandzimier reported that there are 26 trainees who completed training and the 90 day retention period. This resulted in a completion rate of 137%.

Based on the ETP Online Tracking System, the company projects to earn 100% of the Agreement amount if the anticipated number to retain is verified during the final fiscal closeout. Since no invoice has been submitted in this Agreement, the Analyst assisted Mr. Sandzimier in the processing the progress payments and final invoice.

- **INTERVIEW WITH CONTRACTOR'S REPRESENTATIVES**

According to Mr. Sandzimier, the ETP program provided Quik-Shor employees a formalized structured training, which would not have been possible without the ETP funding. He stated that administrative staff and managers learned the company's new ERP software system, Microsoft Great Plains. Training in this software was critical to the company's success, because it was focused on accounting, financial information, cash flow, and streamlined operation and administrative functions. Other trainees received training in manufacturing skills, particularly on the company's computer-controlled equipment. Overall, he stated that the training provided your employees the knowledge in manufacturing and computer skills, which resulted in increased productivity, reduced waste, and improved employee efficiency.

Mr. Sandzimier also stated that your company did not experience any problem with ETP record keeping and that ETP staff was very helpful in providing assistance in the administration of this project.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	27	Completed Training:	26
Trainees Enrolled:	27	Completed Retention:	26
Dropped Following Enrollment:	1	In Retention Period:	0

The enrollment statistics provided by Mr. Sandzimier correspond to those delineated on the ETP Contract Status Report.

TRAINING RECORD

Ms. Paccereilli conducted a random sampling of records of ten trainees who completed training. Records show that these trainees completed between 36.5 and 153 class/lab training hours and the completed hours matches those posted on the ETP Online Tracking System. Records reviewed confirmed that the Agreement curriculum was provided as specified and the ratio of trainer to trainee delineated in the Agreement training plan was adhered to.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT

Your company will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk review. These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Margarita Paccereilli at (818) 755-1317 or by email at mpaccereilli@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Dolores Kendrick, Manager
North Hollywood Regional Office

Margarita M. Paccarelli, Contract Analyst
North Hollywood Regional Office

cc: Craig Sandzimier, Quik-Shor (via email)
Master File
Project File

Date report mailed to Contractor: _____